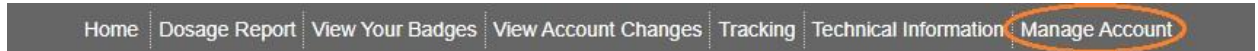


## Adding Additional Accounts on the myTLDaccount Portal

This document outlines the steps to add additional accounts to your main account on the myTLDaccount website. This is so you have the ability to view multiple sets of dosimeters from one login. Prior to the below steps, you need to create a login for one account using the “Creating a myTLDaccount” login instructions.

1. Login to your current myTLDaccount account.
2. Click on “Manager Account” from the top menu.



3. On the next page, click on “Manage Multiple Accounts”

### Manage Account



4. Enter the control dosimeter number for the current (active) wear period for the account you would like to add. This information can be found on your Shipping List or on the dosimeter marked “Control.” The Control Number is on the back of the dosimeter and usually starts with ‘XA.’

### Add Account

Please enter the control badge number:

Please enter your PL Medical Acct. #:

\*Please enter the PL Medical Acct. # exactly as it appears on your assignment sheet or dose report.

**ADD ACCOUNT**



5. Enter the PL Medical Account Number. This number can be found on your shipping list or on the physical dosimeter above where it is marked “Whole Body” or “Control.”
6. Click “Add Account.”
7. The new account will appear on a new drop-down menu located on the top right of the portal.